

# Adjutant General's Department

11/27/2012

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

| Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public |              |                        |  |                                |                     |
|--|--------------|------------------------|--|--------------------------------|---------------------|
| <u>Location</u>  | <u>*Open</u> | <u>Position</u>        | <u>Title</u>   | <u>Department</u>              | <u>Closing Date</u> |
| Salina   | 1,2,3        | Unclassified Full-time | <b>NEW Utility Worker</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=173353">https://www.da.ks.gov/ps/pub/reginfo.asp?id=173353</a>   | DOFE                           | Dec. 15, 2012       |
| Topeka   | 1,2,3        | Unclassified Full-time | <b>Executive Assistant to The Adjutant General – Administrative Officer</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=173322">https://www.da.ks.gov/ps/pub/reginfo.asp?id=173322</a> | Office of The Adjutant General | Dec. 7, 2012        |
| Ft. Riley  | 1,2,3        | Unclassified Full-time | <b>REOPENED Media Blaster</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172880">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172880</a>   | RSMS                           | Dec. 2, 2012        |

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### **NEW Utility Worker** **Construction Facility Maintenance Office Salina, KS**

**Requisition # 173353 – Open until December 15, 2012** – Full time, unclassified with benefits, state position, \$11.51 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 5:00 p.m.

**Job Description:** Mow, trim and landscape grounds with tractors, mowers, trimmer and edgers; remove snow from sidewalks and parking areas, occasionally operates trucks, forklifts and front end loaders and other mechanical equipment. Performs minor building maintenance and engine maintenance. Assists the General Maintenance/Repairs Tech II on major and minor electrical, plumbing and maintenance/repairs of armories throughout the State of Kansas during the winter season (November-March). Assists in constructing steel security caging and providing the supervisory skills in the installation; demolition and reconstruction of brick walls (vaults & supply rooms); delivery of equipment requiring emergency repairs and assisting in the repairs; assists in repairing HVAC components, boiler mechanical components and minor electrical repairs

**Minimum and Preferred Qualifications:** Desire 6 months experience in small engine repair and riding mowers. Desire 6 months experience in mechanical, plumbing and electrical repairs. Also desire a basic knowledge of planting flowers and shrubbery.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a paper application to A.J. Baxa, Salina CFMO, Bldg 350, 1901 Summers, Salina, KS. 67401.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

**Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173322. The Adjutant General's Department is an Equal Opportunity Employer.

### **Executive Assistant to The Adjutant General - Administrative Officer Office of The Adjutant General, Topeka, KS**

**Requisition # 173322 – Open until December 7, 2012** – Full time, unclassified with benefits, state position, \$17.39 to \$23.48 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:** Executive Assistant to The Adjutant General, Administrative Officer: This position is located in the Office of the Adjutant General. The incumbent assists the Adjutant General with a wide variety of administrative, management, and support services. This position serves as an advisor to the Adjutant General to improve organizational effectiveness and customer service as it relates to the front office and is responsible for identifying needed changes to office and clerical procedures for the Agency. The position assists in agency relations with Congressional delegation, Executive, Judicial and Legislative branches of state government and the Army and Air Force. Incumbent also makes all travel arrangements for the Adjutant General, is responsible for planning meetings as requested by the Adjutant General and to coordinate and tracks congressional, Governor's Office and public inquiries sent to the agency.

**Minimum and Preferred Qualifications:** Requires the ability to use the computer and standard office software. The Administrative Officer must have or be able to quickly develop a thorough knowledge of the organization and its operations. Must be self-motivated, capable of making appropriate decisions independently, responsible and possess good "people" skills.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #173322. The Adjutant General's Department is an Equal Opportunity Employer.

### **REOPENED Media Blaster Readiness Sustainment Maintenance Site – Fort Riley, KS**

**Requisition #172880 – Closes December 2, 2012** - Full time, unclassified temporary with benefits, state position, \$14.30 per hour in Fort Riley, Kansas. All application must be received by the closing date of 12/02/2012.

**Job Description:** Prepares, loads, cleans, unloads, services and inspects blasting equipment prior to use. Prepares metal surfaces for painting or repair. Uses grinders, sanders, media blast, Ultra High Pressure Water Blast machines and chemicals cleaners. Operates spray equipment and may be required to apply primers, preparations, rust inhibitors, and paints of various types. Maintains and records production related data in log or as directed. Cleans equipment and work area after use. Performs routine maintenance and limited repair on equipment. Completes minor metal material repairs using hand and power tools. May occasionally assist in performing equipment body repair, welding and metal fabrication.

**Minimum and Preferred Qualifications:** Requires ability to manipulate and control media hose weighing 25-30 lbs and water gun nozzles with up to 40,000 pounds per square inch of water pressure. Must have grip strength in the dominant hand to handle the pressure of the water gun nozzle. Frequently on concrete/asphalt surfaces for 1 hour at a time for up to 7 hours total in a work shift. Must be able to work on platforms/lifts/ladders/sometimes on scaffolding at heights up to 30 feet for up to 7 hours a shift. Involves a considerable amount of walking, standing, squatting, balancing, bending/stooping, kneeling, crouching, etc. Prefer knowledge of surface preparation, material coating application, water jet systems, surface material removal and skill in safely working at heights from ladders and scaffolding.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**How to Apply: The application process has 4 STEPS.****STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172880. The Adjutant General's Department is an Equal Opportunity Employer.

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**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
 Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.